

### **Special Education Administrative Assurances**

1. The district will maintain documentation of a written administrative guideline for documenting and attempting interventions for a reasonable length of time before referral. 34 CFR 300.309
2. The district will maintain documentation that procedures for screening include: vision, hearing, health, motor, language and social development, general basic skills and general development and primary language and culture. 4 AAC 52.100
3. The district will maintain documentation of completed screenings for children who were determined eligible and ineligible. 34 CFR 300.111
4. The district will maintain documentation of a Child Find plan for children ages 3-21 that identifies the Child Find Coordinator, and there is documentation that staff have been trained in child find referral procedures. 34 CFR 300.111, 4 AAC 52.100
5. The district will maintain documentation that verifies contact is made to private schools, charter schools, and correspondence schools to identify children with disabilities who need services. 34 CFR 300.131
6. The district will maintain documentation that verifies child find activities are coordinated with Part C child find activities. 34 CFR 300.124
7. The district will maintain documentation that the child find annual public notice includes the types of disabilities that qualify as disabling conditions, educational needs of children with disabilities, right to FAPE and special services available through the district. 34 CFR 300.111
8. The district will maintain documentation that the child find annual public notice is available in English and each language in which the district has a bilingual program and is posted in several areas throughout the community (TV spots, newspaper announcements and/or other forms of media). 34 CFR 300.111
9. The district will maintain documentation of a surrogate parent plan and a current list of surrogates who received training. 34 CFR 300.519
10. The district will maintain documentation that student files demonstrate that the surrogate parent represents the child in all matters related to identification, evaluation, educational placement, and provision of FAPE. 34 CFR 300.519
11. The district will maintain documentation that if a surrogate parent is removed, documentation shows reason(s) for removal (based on surrogate parent plan) and documents proper procedures were followed. 34 CFR 300.519
12. The district will maintain documentation that a continuum of placements is available and used in recommending placement. 34 CFR 300.115
13. The district will maintain documentation that a continuum of alternative placements is available to students with disabilities at each school site or there is a plan to provide alternative placement if necessary. 34 CFR 300.115
14. The district will maintain written affirmation(s) with private school representatives regarding child find and special education services for parentally placed private school children with disabilities. 34 CFR 300.134, 300.135
15. The district will maintain documentation that services are being provided to eligible students in private schools, correspondence schools, and charter schools. 34 CFR 300.118
16. The district will maintain documentation that shows ESY services are provided beyond the regular school year at no cost to parents. 34 CFR 300.106
17. The district will maintain documentation of criteria for determining eligibility as Learning Disabled. 34 CFR 300.7, 34 CFR 300.309-311
18. The district will maintain a list of places parents may obtain independent evaluations and process the district allows when providing an evaluation. 34 CFR 300.502
19. The district will maintain documentation that the district periodically inspects hearing aids worn by students who are deaf or hearing impaired to ensure proper functioning. 34 CFR 300.113
20. The district will maintain interagency agreements with juvenile corrections facilities and adult corrections facilities, when applicable. 34 CFR 300.2, 34 CFR 300.118
21. The district will maintain interagency agreements with community mental health providers, when applicable. 34 CFR 300.2
22. The district will maintain interagency agreements with private schools, when applicable. 34 CFR 300.2
23. The district will maintain interagency agreements with the local infant learning program. 34 CFR 300.2
24. The district will maintain interagency agreements with the local Head Start program, when applicable. 34 CFR 300.2
25. The district will maintain interagency agreements with community agencies involved in providing transition services for secondary transition, including, but not limited to, vocational rehabilitation. 34 CFR 300.2

26. The district will maintain documentation that written notice is made available in all languages for which the district has a bilingual program, when applicable. 34 CFR 300.503
27. The district will maintain documentation that if native language is not a written language, a taped version of written notice is available as are other alternative methods of communication (eg. Braille, interpreter), when applicable. 34 CFR 300.503
28. The district will maintain documentation that a written notice and Procedural Safeguards were provided to parents initiating a due process hearing. 34 CFR 300.504
29. The district will maintain documentation that the district informs parents of their rights to have copies of hearing transcripts, keeps transcripts on file and shares them with parents when requested. 34 CFR 300.512
30. The district will maintain documentation that the student remained in educational placement ("stay put") that preceded a proceeding (unless parties agree otherwise). 34 CFR 30.518
31. The district will maintain documentation that district complied with parental requests to review records. 34 CFR 300.613
32. The district will maintain documentation that one district employee has received training on district's responsibility regarding confidentiality of information and is designated to oversee confidential records. 34 CFR 300.623
33. The district will maintain a record of confidentiality training for personnel who will be collecting or using personally identifiable information. 34 CFR 300.623
34. The district will maintain documentation of training that includes: dates of training, who conducted training, subjects covered and participants attending. 4 AAC 52.765
35. The district will maintain documentation of a current list of employee names/positions that may have access to personally identifiable information and the list is posted on or near the confidential special education files. 34 CFR 300.623
36. The district will maintain documentation that, upon request, the district will provide parents with a list of the types and locations of education records collected, maintained or used. 34 CFR 300.616
37. The district will maintain documentation that parents have been informed when personally identifiable information collected, maintained or used is no longer needed. 34 CFR 300.624
38. The district will maintain documentation that they have a written procedure for destroying personally identifiable information. 34 CFR 300.624
39. The district will maintain procedures to responding to parental requests to amend student records. 34 CFR 300.618
40. The district will maintain documentation that all education staff, including service providers, are properly certified/ endorsed. 4 AAC 12.305, 4 AAC 12.365, 4 AAC 12.345
41. The district will maintain documentation that Interpreters for the Deaf comply with regulatory requirements. 4 AAC 52.255
42. The district will maintain documentation that verifies paraeducators have received 6 hours of training on child's disability, content of IEP, instructional and safety procedures and maintaining confidentiality annually. 4 AAC 52.250
43. The district will maintain documentation that they have a personnel development plan. 4 AAC 52.260
44. The district will maintain documentation that verifies preschool teachers have the appropriate certification. 4 AAC 12.330
45. The district will maintain documentation that persons making final determinations regarding disciplinary actions have access to special education and disciplinary records. 4 AAC 52.530
46. The district will maintain documentation that shows school records containing information concerning violent or disruptive behavior or disciplinary action, are transferred to the student's new school. 4AAC 52.530
47. The district will maintain documentation that Special Education and disciplinary records are provided to appropriate agencies (including law enforcement) to the extent permitted by FERPA. 34 CFR 300.535, 34 CFR 300.622
48. The district will maintain documentation that it takes all reasonable steps to provide print instructional materials in accessible formats to students with disabilities (who need those materials) at the same time as other students receive print instructional materials. 4 AAC 52.148, 34 CFR 300.172
49. When purchasing core instructional print materials the district will make every attempt to ensure that the publisher send (at no additional cost) electronic files containing the contents of the print instructional materials using the NIMAS standard to the National Instructional Materials Center (NIMAC). 34 CFR 300.210(a)